



Town of Dumfries
Council Meeting

Meeting Date:

September 3, 2013

Agenda Item#

XI – A thru F

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- ☐ CONSENT AGENDA
☐ PRESENTATION
☐ ACTION ITEM
☐ TOWN MANAGER & STAFF COMMENTS
☐ PUBLIC HEARING
☐ Duly Advertised

PURPOSE OF ITEM:

- ☐ INFORMATION ONLY
☒ DISCUSSION ONLY
☐ DISCUSSION AND/OR DECISION
☐ Introduction ☐ Resolution
☐ Ordinance ☐ Grant/MOU
☐ By Motion ☐ Bylaws
☐ Certificate

PRESENTER:

PRESENTER TITLE:

AGENDA ITEM:

Council Reports

BACKGROUND / SUMMARY:

Reports from Council Members who have been appointed to a Board or Committee

ATTACHMENTS:

Events Committee

Agenda 8-13-13 Minutes 8-1-13 & 8-13-13

Parks and Recreation Commission

Agenda 8-12-2013, 8-19-13, and 8-27-13

REQUESTED ACTION:

☒ NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Name:

Phone#:

E-mail:

FOR USE DURING MEETING

VOTE:

☐ PASSED

☐ NOT PASSED

Y N

Y N

Y N

☐ ☐ Brewer
☐ ☐ Reynolds
☐ ☐ Wood

☐ ☐ Foreman
☐ ☐ Toney

☐ ☐ Forrester
☐ ☐ Washington

Events Committee

Date	8.13.2013		
Time	From: 5:00pm To: 6:00pm		
Location	Community Center 1 st Floor		
Attendees			
Agenda Item	Agenda Items	Action Points	Owner
1	Festival Update		
2	Marketing Team		
3	Amerigroup-iNOVA Support		
4	Parade Theme Ideas		
5	Marshall Ideas		
6	Santa.		
7	Other		
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*Next Meeting :

Events Committee Meeting Notes
July 17 and August 1, 2013

The Events Committee met on Wednesday July 17th and Thursday, August 1st.

The July 17th meeting began at 5:05 p.m. with Ms. Cydny Neville and Chief Becca Edwards present.

Ms. Neville reported she had received seven applications for the Fall Festival.

Ms. Neville indicated she had ordered the banner as the sign had not been installed in front of the Town Hall and she wanted to be sure there was adequate advertisement time allotted for the Fall Festival. The cost is \$475.

Ms. Neville was reviewing the DJ costs and had two companies from which to choose.

The letter to be sent to the Wounded Warrior Project was reviewed.

Discussion on an inflatable for the Fall Festival: either a giant slide or a 'titanic' themed. The "Titanic Slide" was selected.

It was determined to continue the meeting due to staff members absent from the meeting. Ms. Neville will send an e-mail to coordinate the next meeting date.

The August 1st meeting began at 5:05 p.m. with Vice Mayor Toney, Council Member Washington, Mr. Ray Lowry, Ms. Cydny Neville, and Chief Becca Edwards present.

Ms. Neville provided an update on the Fall Festival:

- Since the banner went up inquiring calls on the Fall Festival have increased.
- We have received 10 applications.
- We need to get the word out and gather applications for the talent contests.
- True Soul contact has been signed; the cost is \$975 for two hours.
- The DJ contract has been signed; the cost is \$560 for 11 a.m. to 4 p.m.; the DJ is a local company located in the Town.
- Wounded Warriors are not available for the Fall Festival. The organization sent some information on their organization; a display has been set up in the lobby of the Town Hall.
- The "Titanic" inflatable has been reserved. The cost is \$325. It is being rented from Party HQ, a business located in the Town.
- Committee members are going to bring parade themes for the Holiday Parade and Grand Marshal ideas to discuss at the next meeting.
- Ms. Neville has 400 flyers on the Fall Festival ready for distribution.

The next meeting was set for August 13th at 5:00 p.m.

The meeting concluded at 5:35 p.m.

Events Committee Meeting Notes

August 13, 2013

The Events Committee met on Tuesday August 13th in the Community Center.

The meeting began at 5:05 p.m. with the following present: Vice mayor Willie Toney, Council Member Gwen Washington, Cydney Neville (Director of Community Services), Ray Lowry (Public Works), and Becca Edwards (Police Department)

Ms. Neville reported she had received more applications since the banner was put up. Everything is moving forward with regard to the Fall Festival.

Ms. Neville reported she met with the Nickerson's, and as a result of that conversation, she is creating the "Volunteer Marketing Team" (VMT); who will be assisting with distribution of Fall Festival flyers. Due to budget constraints, a Town-wide mailer is not feasible; therefore, the VMT will be going door to door in August and again the first week of September distributing flyers. They will also be visiting other events to pass out flyers. Ms. Neville reported 5,000 flyers were printed for a cost of \$200 at the Sign Shop. Mr. Toney discussed using a structured strategy that included delegation and sharing the workload to get the flyers distributed.

Ms. Neville reported Amerigroup is now iNOVA. The group is going to provide a gaming system as they have in the past at the Fall Festival. They also plan to provide exercise equipment for adults and youth at the Fall Festival.

Ms. Neville asked if she could purchase a large "fake check", made of dry erase material, to be used at the Fall Festival to present to Talent Competition Winners. A check will be sent to the winners by the Town following the Fall Festival. Talent Winners will also receive a plaque. The "fake check" can be used for any other similar event, presentation, etc. by the Town. The committee agreed the check was a good idea.

The committee discussed who would fill the role of Santa at the Holiday-Christmas Parade and the Christmas tree lighting. Some history related to Santa was discussed so the committee members would be up to date on how we got to where we are. Two years ago, Ms. Neville began as Community Services Director. When the time came for the Holiday-Christmas Parade, she inquired about who had been Santa in years past. No one knew; and no one came forward with any information on who had been Santa; nor did anyone come forward asking or expressing an interest in being Santa. Therefore, a Santa was found. Again, no one expressed an interest during last year's event; so Santa was the same as the year before. After last year's event, Santa asked if he could participate in next year's event. Given no one had come forward or expressed an interest in being Santa for two years; he was confirmed as Santa for this year. Since an interest has been expressed for Santa this year, Mrs. Washington volunteered to reach out to Mayor Foreman to identify who is interested. Mrs. Washington, on behalf of the Events Committee, will reach out to the person with interest in being Santa to express the Committee's appreciation in his interest; to make him aware a Santa has been determined for this year; and to let him know the Committee is interested in his participation in the future.

The Committee has a discussion and determined persons who volunteer to serve as Santa, the Easter Bunny, and other similar characters, will submit to the same process as other volunteers.

The Committee discussed several options for a Holiday-Christmas Parade theme and decided to send the following to the Town Council for their consideration and action: "A Star Spangled Christmas"; "Sights and Sounds of Christmas"; "A Dumfries Colonial Christmas".

The Committee discussed several options for a Grand Marshall for the Holiday-Christmas Parade and decided to send the following names to the Town Council for their consideration and action: Melvina Michie; O'Kelly Russell; Clyde Washington.

Mr. Lowry is going to "borrow" picnic tables from Merchants Park to Garrison Park for the Fall Festival. The tables will be returned after the Fall Festival event. There were several citizens who were looking for places to sit during the Multicultural Festival.

Mr. Lowry is going to check with Mr. Myers on the cost to have a small dumpster delivered for the Fall Festival. There was an excessive amount of filled trash bags for the Multicultural Festival in the spring due to an increase in attendance. The Committee wants to ensure trash cans are emptied frequently during the Fall Festival Event.

Mr. Lowry mentioned the need to have electrical power run to an electrical outlet at/near Garrison Park. Currently, extension cords are used for power at events and this is not the best practice for Town staff or vendors. Additionally, some vendors have to use electrical outlets near the front of Town Hall in addition to extension cords to support their needs.

The next meeting was set for September 10th at 5:00 p.m.

The meeting concluded at 6:35 p.m.



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

PARKS AND RECREATION COMMISSION

DUMFRIES TOWN HALL—COUNCIL CHAMBERS
MONDAY, AUGUST 12, 2013— 5:00 P.M.

A G E N D A

- I. Roll Call of Attendees
- III. NEW BUSINESS
 - A. Commission By-Laws
- IV. OLD BUSINESS
 - A. Summer Concert
 - i. A Frame Sign for Parking
 - ii. DJ
 - iii. Volunteers
- IV. Members Comments
- V. Next meeting date: August 19, 2013 at 5:00 pm
- VI. Adjournment



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PARKS AND RECREATION COMMISSION

DUMFRIES TOWN HALL—COUNCIL CHAMBERS
MONDAY, AUGUST 19, 2013— 5:00 P.M.

A G E N D A

- I. Roll Call of Attendees
- III. NEW BUSINESS
 - A. Commission By-Laws
- IV. OLD BUSINESS
 - A. Summer Concert
 - i. A Frame Sign for Parking
 - ii. DJ
 - iii. Volunteers
- IV. Members Comments
- V. Next meeting Date August 27, 2013 at 5:00pm
- VI. Adjournment



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PARKS AND RECREATION COMMISSION

DUMFRIES TOWN HALL—COUNCIL CHAMBERS

AUGUST 27, 2013— 5:00 P.M.

A G E N D A

- I. Roll Call of Attendees
- III. NEW BUSINESS
 - A. Commission By-Laws
 - B. GINN Park Usage Policy
 - C. Preparing Park for fall season
- IV. OLD BUSINESS
 - A. Summer Concert
- IV. Members Comments
- V. Next meeting Date Sept 6, 2013 at 3:00pm
- VI. Adjournment